

## Quick Reference

# Applying to a CBP Officer Announcement

This page is intended to be a quick reference for applicants; it is not intended to replace the information or instructions in the vacancy announcement and on [www.cbp.gov/careers](http://www.cbp.gov/careers).

### Are You Ready to Apply to be a CBP Officer?

- You must have an active USA JOBS account: [www.usajobs.gov](http://www.usajobs.gov)
- You must complete an on-line application during the open period of the vacancy announcement
- You must submit ALL required documents by the closing date of the announcement
- You must meet ALL experience and eligibility requirements by the closing date of the announcement
- You must be under 37, or a preference eligible veteran, or have prior civilian federal law enforcement experience
- You must pass an entrance examination; examination scores prior to May of 2014 are no longer valid
- You must carefully review the vacancy announcement to ensure a complete application is submitted
- You must be willing to complete a background investigation, polygraph examination, medical examination, physical fitness tests, drug test, video-based test and structured interview

CBP will not modify, change or contact you regarding the accuracy or completeness of your application. We strongly encourage all applicants to review the FAQs and study guides found at <http://www.cbp.gov/careers/join-cbp/which-cbp-career/cbp-officer>. Only qualified applicants with a complete application will be referred to take the entrance examination.

### Is Your RESUME Ready?

Your resume must include your qualifying education or employment including: job title; dates of employment (mm/dd/yy); hours per week and a detailed description of your duties and how they meet the minimum job qualifications.

CBP encourages you to review the CBP Officer Resume Aid to ensure your resume will be ready to qualify you for a career as a CBP Officer: <http://www.cbp.gov/document/guidance/cbp-resume-aid-and-reference-sheet>

### Are Your SUPPORTING DOCUMENTS Ready?

Do you have all your necessary supporting documentation ready to go with your resume?

Examples of supporting documents include but are NOT limited to:

- Veterans' Preference as applicable
  - DD-214 (Member 4 copy)
  - If active duty, statement of current service
  - SF-15 - Application for 10-Point Veteran Preference
  - Letter from the Department of Veterans' Affairs certifying service-connected disability
- Transcripts (unofficial or official – must be in English)
- OF-306 – Declaration for Federal Employment: [www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf)
- Eligibility for enhanced law enforcement coverage (see [www.cbp.gov](http://www.cbp.gov) or announcement for details)

Applicants can monitor the status of their application by logging into their USA JOBS account

CBP posts all vacancy announcements on  
[www.usajobs.gov](http://www.usajobs.gov)